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# **STATE OF NEW JERSEY**

## **DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

### **Youth Transitions To Work Program (YTTW)**

#### **NOTICE OF GRANT OPPORTUNITY Fiscal Year 2017 – Fiscal Year 2018**

Announcement Date: **July 12, 2016**

Letter of Intent Due Date: **July 19, 2016**

Technical Assistance Workshop: **July 22, 2016**

Application Due Date: **August 3, 2016**

**Harold J. Wirths  
Commissioner**

**YOUTH TRANSITIONS TO WORK PROGRAM**  
**Notice of Grant Opportunity**  
**Fiscal Year 2017 - Fiscal Year 2018**

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## Notice of Availability of Grant Program Funds

**Take Notice** that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “LWD”) regularly publishes on its website at <http://lwd.dol.state.nj.us/labor> all notices of fund availability pertaining to Federal or State grant funds which may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “Public Notices” and the subheading “Notice of Grant Opportunity”.

### A. Name of Grant Program

The Youth Transitions to Work (YTTW) program is a competitive grant offered by the Department of Labor and Workforce Development (LWD) and is funded by the Workforce Development Partnership (WDP) Act.

### B. Purpose of the Grant

Grant funds will be awarded to successful applicants responding to this competitive Notice of Grant Opportunity (NGO). The purpose of the YTTW program is to provide greater opportunities and incentives for high school juniors and seniors and to facilitate effective transitions by high school seniors to high-skill, high-wage employment in labor demand, apprenticeable occupations.

#### Mission, Goals and Objectives

The mission of the YTTW program is to recruit, screen and facilitate effective transitions of high school juniors and seniors to high-skill, high-wage employment in labor demand occupations, with long-term career potential and opportunities for occupationally relevant lifelong learning, thereby motivating youth to greater success in secondary and post-secondary education.

This competitive NGO is being made available to accomplish any of the following primary goals:

- Establish YTTW programs to link secondary education and higher education institutions to existing apprenticeship programs registered with the United States Department of Labor (USDOL);
- Establish YTTW programs in new apprenticeship programs in occupations or industries in New Jersey (NJ) which are not currently registered with the USDOL;
- Establish YTTW programs in newly activated apprenticeship programs which are registered with the USDOL but are not currently being implemented in NJ; or,
- Increase the number of high school graduates entering apprenticeship programs in NJ.

The LWD has established the following objectives for the YTTW program:

- Provide outreach sessions at local high schools to expose targeted high school juniors and seniors to the apprenticeship training model and apprenticeship occupations;

- Interview and screen potential juniors and seniors interested in enrolling in the YTTW program;
- Develop an applied and integrated curriculum with the local high schools working in partnership with business, industry and labor;
- Conduct workforce readiness and occupation-specific classroom training to high school juniors and seniors accepted into the YTTW program;
- Make available field trips to provide job-shadowing experiences at training centers and employer worksites;
- Place graduating high school seniors into existing, newly created, and/or newly activated apprenticeship programs with employer and union partners; and
- Provide training that leads to certifications, licenses and/or college credits.

#### Expected Long Term Goals

- A highly-skilled workforce with increased availability of qualified entry-level, youth workers;
- Effective transitions for youth into apprentice programs, by helping students establish a clear connection between learning and work through work readiness, employment experience, career exploration, and mentoring;
- Increased employment opportunities for youth in existing or new apprenticeable industries; and
- Recognition of registered apprenticeship as a key component of New Jersey's Workforce Readiness System.

### **C. Available Funding**

The YTTW program is a two-year cycle. Funding for year one Fiscal Year (FY) 2017 will be awarded and a continuation grant application will be required for year two funding in FY2018. The amount of funding available for FY2017 is approximately \$550,000. The amount of funding for FY2017 and FY2018 is subject to availability of funding. Actual award amounts will be determined by LWD. If additional funding becomes available LWD may increase the FY2017 grant awards.

Grants will be funded based upon the applicant's ability to serve youth in their program at a maximum cost of \$8,500 per participant formally accepted into the training program. The contract timeframes are as follows:

Year One: September 1, 2016 to August 31, 2017

Year Two: September 1, 2017 to August 31, 2018

Year two funding is contingent upon availability of funding and successful year one performance.

#### **D. Eligible Entities/Applicants**

This competitive grant opportunity is open to the following lead agencies:

- Any employer;
- Any labor organization which represents workers in the occupation for which the apprentices will be trained;
- Public high schools within New Jersey;
- Public vocational schools within New Jersey;
- Two- and four-year institutions of higher education;
- Public or private non-profit agencies;
- Business or trade organizations representing a particular trade, group of trades, contractors or employers;
- Community-based organizations; and
- Faith-based organizations.

#### **E. Qualifications of applicants in order to be considered for funding under the grant program**

In accordance with the WDP Act, applications must be submitted by the lead agency on behalf of a consortium. The lead agency serves as the applicant agency of record, the legally recognized fiscal agent for the grant project and the single point of contact for LWD. The lead agency is responsible for overseeing the implementation of all aspects of the grant, including, but not limited to, project and spending plan; grant project monitoring and reporting; outreach and recruitment; workforce readiness and vocational training; and fiscal management. It is essential that the applicant carefully construct result-oriented goals and objectives that support the program's stated goals and objectives, together with the program description and budget, providing a comprehensive plan for the successful accomplishment of the program.

All applicants, regardless of whether they may have participated in the past, are considered new applicants for this funding cycle, and will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO.

#### **F. Application Process**

LWD accepts, reviews, approves and manages all YTTW grants electronically using the System for Administering Grants Electronically (SAGE). A potential applicant must first submit a letter of intent. The letter of intent needs to include the Applicant Agency, Business Name, Name of Person Responsible for Submitting Application (Agency Official), Federal Employee Identification Number (FEIN) and Dun and Bradstreet (D-U-N-S) Number. The letter of intent is due by 4:00 p.m. on Tuesday, July 19, 2016 and should be submitted via e-mail to [lwdsage@dol.state.nj.us](mailto:lwdsage@dol.state.nj.us) and include the names and titles of the technical assistance workshop attendees.

To apply, eligible entities must have access to the SAGE system. To receive access, register at the following Internet website address: <https://njsage.intelligrants.com/>. You will receive an e-mail message confirming that your account has been validated. Within the next business day, LWD will provide access to the application. After receiving the confirmation, eligible entities will have access to complete and submit their grant application online. Technical requirements for SAGE can be viewed at <https://njsage.intelligrants.com/>. It is recommended that registration in SAGE be submitted at the time the letter of intent is completed.

The application will consist of the following components.

Required	Form
✓	<a href="#">General Provisions</a>
✓	Applicant Information
✓	Previous Funding
✓	Project Location
✓	Program Narrative
✓	Consortium Partners
✓	Summary of Expected Outcomes
✓	Occupational Area / Statement of Need
✓	Organizational Commitment and Capacity
✓	Budget Forms (Schedules A-C)
✓	Cost Summary
✓	Required Attachments
✓	Miscellaneous Attachments

The following forms and descriptions must be accessed through SAGE:

◆ **General Provisions**

Applicants must agree to the terms and conditions as outlined in the “General Provisions” before they will be allowed to complete the application.

◆ **Applicant Information**

Applicants must complete all the required information for the primary contact, chief executive officer, application organization, project director and business manager.

◆ **Previous Funding**

Applicants previously funded by LWD within the last three years must complete the required information.

◆ **Project Location**

Applicants must select the counties and municipalities your proposed YTTW project will serve.

◆ **Program Narrative**

Applicants must provide a detailed program narrative describing their proposed YTTW program and clearly state in their proposal how they will accomplish the following objectives:

- Provide outreach sessions at local high schools to expose high school juniors and seniors to the apprenticeship training model and apprenticeship occupations

The applicant must include the names of the local high schools where they intend to conduct YTTW outreach sessions and discuss how the applicant will work with high school guidance counselors, administrators and teachers to recruit students for the outreach sessions. These sessions should include students who are currently juniors and/or seniors in high school who are interested in finding out more information about careers in apprenticeship or the YTTW program. Students who are interested in enrolling into the YTTW program will be required to complete a “YTTW Participant Enrollment Form” - refer to [Attachment I](#) of this document.

- Interview and screen potential students interested in enrolling in the YTTW program

The applicant must describe the interviewing and screening process, which will occur to accept eligible and interested students into the YTTW program. The applicant must also state the expected number of students who will be accepted into the YTTW program.

- Develop an applied and integrated curriculum with the local high schools working in partnership with business, industry and labor

The proposal should demonstrate how the applicant would work with members of the consortium to develop a training curriculum. The training curriculum should focus on academic preparation for the occupation outlined in this proposal and identify the associated hours for completion of each component. The training curriculum should be uploaded as a “Miscellaneous Attachment”. Special consideration will be given to applicants who deliver training that leads to a certification and/or who deliver training in partnership with a college for which the student will obtain college credits.

- Conduct workforce readiness and occupation-specific classroom training to high school juniors and seniors accepted into the YTTW program

Applicants are required to conduct at least 20 hours of workforce readiness skill training and at least 60 hours of occupation-specific related classroom training. This training must occur during the school year and may occur after school and/or during the summer months. Applicants are encouraged to provide one-on-one mentoring and internship opportunities to YTTW students through consortium partners.

- Make available field trips to provide job-shadowing experiences at training centers and employer worksites

To ensure students are provided a variety of experiences and exposure to the workplace, applicants are required to provide job-shadowing experiences and tours of training centers and/or employer work sites. A minimum of 10 hours of job-shadowing experiences must be provided.

The proposal must specifically detail the activities and number of hours of job shadowing and how this activity aligns with the curriculum of the training component of the YTTW program.

- Place graduating high school seniors into existing, newly created, and/or newly activated apprenticeship programs with employer and union partners

Applicants are required to provide placement services and place at least 80 percent of the YTTW students accepted into the YTTW program. The grantee must register YTTW participants at the One-Stop Career Center (OSCC) and to link with the OSCC to access services such as job listings and training programs. The grantee must have YTTW participants upload their resume to [www.careerconnections.nj.gov](http://www.careerconnections.nj.gov).

The application must specifically detail the number of students who will be accepted into the program and the number of students who will be placed into the specific apprenticeship occupation(s) as outlined in the proposal.

Per SAGE requirements, this section should not exceed 15,000 characters or approximately three and one-half pages.

#### ◆ **Consortium Partners**

Applicants are required to develop a consortium of partners to ensure success of the YTTW program. Consortium partner membership must include the following stakeholders:

- Employers;
- Labor organizations;
- County apprenticeship coordinator(s) for the counties in which your grant will serve;
- Public high schools and/or vocational schools; and/or
- Institutions of higher education offering two-year and four-year degree programs or related instruction for the identified occupations contained within the grant application.

Additional consortium partners may include:

- Community-based organizations;
- Faith-based organizations; and
- Vocational student organizations.

The information for each partner must be entered on the Consortium Partner page of the application in SAGE. Applicants are also required to complete and upload a “YTTW Consortium Partner Form” for each consortium member. The form must



clearly identify the goals and activities the partner organization will conduct, as well as timelines for completion. This document indicates that a representative of the organization has participated in the development of the application and the organization agrees to participate in the proposed activities described in the application. An example is provided as [Attachment II](#) of this document.

Grantees must have a consortium meeting at least once every other month, for a minimum of six consortium meetings during each grant period. Include in your proposal an anticipated consortium meeting schedule outlining the dates, time and location of each of the consortium meetings.

◆ **Summary of Expected Outcomes**

Applicants must provide all information required for year one and year two in the charts in SAGE. If applicable, enter the number of hours and the certification each participant of your proposed YTTW program will receive for year one and year two of the grant cycle.

Applicants must provide college course and credit information if your YTTW program includes college courses.

◆ **Occupational Area/Statement of Need**

Demonstrate the need for the project in relation to the NGO. A need is defined as the difference between the current status and the outcomes that the applicant would like to achieve. Documentation may include a demographic description of your targeted area and research specifically on the number of apprenticeship opportunities with employers and unions within your region.

The employer and/or union partners must document, in written form, a need for entry-level apprentices in the occupational areas for which funds are being sought. The documentation should contain information that there is, or likely will be, an excess of demand over the supply for adequately trained workers in the apprenticeable occupation. Additionally, labor demand can include a commitment to hire by employers who convey a need for a specific occupation.

Clearly state the occupation(s) your proposal will be focusing on. Indicate if the occupation(s) is currently an existing apprenticeable occupation.

Applicants must also clearly state how their organization will accomplish each of the objectives as outlined in the NGO on page four. Note: Per SAGE requirements, this section should not exceed 6,000 characters or approximately one and one-half pages.

An applicant may add any additional comments. Note: Per SAGE requirements, this section should not exceed 6,000 characters or approximately one and one-half pages.

Potential grantees seeking to establish a new apprenticeship program or re-activate an apprenticeship program registered with the USDOL, but not currently being implemented in New Jersey, must include a detailed strategic plan and timeline of the process to

implement and establish the registered apprenticeship program. Special consideration will be given for establishment in the following industry sectors:

- Life Science
- Manufacturing
- Retail, Hospitality and Tourism
- Health Care
- Transportation, Logistics and Distribution
- Scientific and Technical Services
- Financial Services

◆ **Organizational Commitment and Capacity**

In SAGE, clearly demonstrate the need for the project as outlined in the NGO and the occupational area(s) which will be the focus of your YTTW project. This section will allow for a maximum of 6,000 characters in SAGE.

Also, clearly state how the applicant organization will accomplish each of the objectives as outlined in the NGO. The applicant should focus on how previous experience will be applied to ensure successful implementation of the proposed project. Applicants must describe their commitment and experience, as well as outcomes, in addressing the conditions and/or needs identified, including the organizational support that exists for implementing the proposed project.

Applicants previously funded through this grant program must provide detailed documentation of past effectiveness and performance in meeting and/or exceeding performance standards as a part of the YTTW program.

Applicants not previously funded under this grant program must include a narrative describing any demonstrated ancillary program successes in similar types of programs.

**Budget Forms: Schedules A-C:**

Complete Budget Schedules A through C to identify personnel costs, non-personnel costs and direct student services costs. Once all the costs have been entered in the schedules, the information will carry to the Cost Summary page. Each budget schedule must include all monetary and non-monetary funding sources or resources within the budget. Amounts reported on the summary must be fully supported by information provided in the narrative. The narrative must have a demonstrated cost basis. The cost basis shows how you arrived at the estimate you have provided. In most cases, the cost basis includes a calculation such as 50 notebooks @ \$1.00 = \$50.00. If any cost is unusual, provide documentation or an explanation to support your estimate. A minimum of 25% of the total requested grant amount can be allocated for non-personnel costs and direct student services.

Applicants must provide descriptive evidence of how additional non-LWD funding sources and/or resources, both monetary and non-monetary, will be leveraged to maximize the impact of the grant award.

LWD has limited the cost categories to the following areas:

◆ **Personnel Costs**

This budget category may include salaries for project coordinators, support staff who assist project coordinators, fringe benefits, mileage, general office supplies and conferences. Any request to use YTTW grant funds to attend a conference will require prior approval by LWD. Mileage for grant-related travel will be reimbursed at the New Jersey state-approved rate of \$.31 per mile. Mileage and toll expenses can only be provided for travel within New Jersey. No more than 10 percent of the personnel costs may be utilized towards administration. Administrative costs are defined as those that include, but are not limited to, audits, insurance, utility, office rental, or managerial staff. Any business that employs a YTTW participant shall be responsible for providing workers' compensation coverage for the individual.

◆ **Non-Personnel Costs**

This budget category may include the costs of the development of marketing materials and a marketing plan that describes how students, parents, employers and counselors will be informed about the apprenticeship occupation(s) outlined within the proposal. Additionally, these funds can be used in the preparation of articulation agreements with institutions of higher education. The maximum amount for promotional items such as key chains, pens and pencils is \$1,000.

◆ **Direct Student Services**

This budget category may include any and all costs associated with site visits, student transportation to events/activities, and support services such as childcare. This category also may include driver's education, curriculum development, skills and aptitude testing such as TABE and WorkKeys, and tutoring.

Grant funds provided through this NGO may not be expended for the following:

- Indirect costs;
- Pension and/or health benefits for part-time staff;
- Mileage and toll expenses for out-of-state travel;
- Overnight accommodations;
- Capital construction or renovation;
- Wages or stipends to apprentices or student learners;
- Costs associated with preparing the grant application;
- Costs of memberships in associations or organizations; and
- Sub-granting to non-public schools.

The WDP statute prohibits the use of grant funds for activities that:

- "Induce, encourage or assist any displacement of currently employed workers by trainees, including partial displacement by means such as reduced hours of currently employed workers; any replacement of laid off workers by trainees; or any relocation of operations resulting in a loss of employment at a previous workplace";
- "Replace, supplant, compete with or duplicate in any way existing approved registered apprenticeship programs"; or

- “Impair existing contracts for services or collective bargaining agreements, except that activities which would be inconsistent with the terms of a collective bargaining agreement may be undertaken with the written concurrence of the collective bargaining unit and employer who are parties to the agreement.”

Budget amendments must have the approval of LWD.

#### ◆ **Required Attachments**

A letter of support must be uploaded to SAGE for each Workforce Investment Board where recruitment and placement services will occur. Applicants are encouraged to obtain letters of support as soon as the decision to apply is made. A sample “YTTW Review and Recommendation Form – Workforce Investment Board” can be found as [Attachment III](#).

Letters of support from New Jersey employer associations, labor unions and/or local community organizations to support your application can also be uploaded in this section of SAGE.

#### ◆ **Miscellaneous Attachments**

The miscellaneous attachment page in SAGE is optional, and not required to be completed. In this section, you can upload any additional information or documents that will support your grant application.

#### **Reporting Requirements:**

Grantees will be required to complete the following reports:

- 1) A monthly activity report, due by the 15<sup>th</sup> of each month, must be submitted via SAGE. The report must list all of the activities of the program, including demographic information, consortium meetings and a corrective action plan to address barriers.

Category
1. # of grantee visits to organizations (other than outreach to students)
2. # of YTTW outreach sessions for student recruitment
3. # of students attending YTTW outreach sessions
4. # of students who have completed the YTTW participant enrollment form
5. # of students formally accepted into your YTTW program
6. # of students who received work readiness training
7. # of students visiting employer/work based programs (Site Visits)
8. # of total hours each student spent at site visit (Contact Hours)
9. # of students tested, if applicable (WorkKeys, TABE, etc.)

10. # of students, if applicable, who passed test (WorkKeys, TABE, etc.)
11. # of total hours grantee spent with parents and guidance counselors
12a. # of total occupational hours by all YTTW students
12b. # of training hours all YTTW students received
13. # of certifications achieved by all YTTW students
14. # of college credits earned by all YTTW students
15. # of placements into USDOL Union Registered Apprenticeship Programs
16. # of placements into USDOL Non-Union Apprenticeship Programs
17. # of placements into Trade Related Employment

- 2) A monthly financial report, due by the 15<sup>th</sup> of each month, must be submitted via SAGE. Grantees will be paid on a monthly reimbursement method, after the financial report has been submitted to and approved by LWD. Copies of receipts for all expenses must be retained by the grantee for monitoring and audit purposes.
- 3) A closeout report, due within 30 days from the end of the grant period, must be submitted via SAGE. Final reimbursement is subject to submission and acceptance of the final report to LWD.

All activity and financial reporting forms will be completed online in SAGE.

#### **Evaluation:**

LWD will evaluate the grantee's program to ensure that the grantee is satisfying the outlined mission, goals, objectives and deliverables. The evaluation will include, but is not limited to, review and analysis of reports, on-site monitoring visits and attendance at consortium meetings.

#### **Award Process:**

LWD will review each completed application on the basis of quality, comprehensiveness, appropriateness, demonstrated need and adherence to application guidelines. Applicants are reminded that the grants will be awarded through a competitive process. LWD cannot fund all applications submitted; therefore, only those applications that meet the highest standards will be awarded.

The final contract amount and contract period will be stipulated in the executed contract between the approved applicant and LWD. In accordance with the "Budget Guidelines", reimbursement will be given on a cost reimbursement basis for actual expenses incurred during the contract/grant period. The Division of Workforce Grant and Program Management will closely monitor the grants.

#### **Technical Assistance Workshop:**

LWD will provide a technical assistance session to potential applicants. General guidance on completing the budget forms will also be provided. It is important that both the Program

Director and Fiscal Officer attend this session. It is mandatory for applicants to attend the technical assistance workshop.

The technical assistance workshop will be held:

Friday, July 22, 2016, 1:00 p.m.

New Jersey Department of Labor and Workforce Development  
13th Floor Auditorium  
One John Fitch Plaza  
Trenton, New Jersey 08625

The letter of intent will serve as the applicant's response for the mandatory technical assistance workshop (see page 5, section F). Individuals requiring special accommodations should contact Patricia Jordan at (609) 984-3534 or via email at [YouthPrograms@dol.nj.gov](mailto:YouthPrograms@dol.nj.gov) prior to Wednesday, July 20, 2016.

Directions to LWD can be found at: <http://lwd.dol.state.nj.us/labor/aboutlwd/Directions.html>.

#### **G. Address to Which Proposals Must Be Submitted**

Proposals must be submitted online at: <https://njsage.intelligrants.com/> as described in section F, Application Process, on page 5.

##### **For information contact:**

New Jersey Department of Labor and Workforce Development  
Division of Workforce Grant and Program Management  
1 John Fitch Plaza  
PO Box 055, 7<sup>th</sup> Floor  
Trenton, NJ 08625-0055

Contact: Patricia Jordan

Telephone: (609) 984-3534

E-mail: [YouthPrograms@dol.nj.gov](mailto:YouthPrograms@dol.nj.gov)

#### **H. Application Submission Date**

Grant applications must be submitted in SAGE by 4:00 p.m. on Wednesday, August 3, 2016.

#### **I. Date by which Applicants shall be notified**

LWD review team will evaluate the application on the basis of quality, comprehensiveness, completeness, accuracy, and appropriateness to the guidelines and requirements of this NGO.

Applicants will be notified of the decision by LWD within 30 days of the application due date.

Notice that an organization has been selected as a grant recipient does not constitute approval of the grant application as submitted. Before the actual grant award is made, LWD will enter into negotiations concerning items such as program components, staffing and funding levels,

and administrative systems. If subsequent negotiations do not result in an agreement between the applicant and LWD, LWD reserves the right to terminate the negotiation and decline to fund the proposal.

Upon the review and approval of an application for funding, a signed contract will be sent to the grantee via SAGE. This contract will provide the grantee with spending authority for the term of the contract. Grantees are not authorized to expend funds before or after the contract period as shown on the contract.

**\*Dates may be subject to change. Any changes will be posted on LWD website.**